



**Autrey Mill Middle School
Student Handbook and Agenda
2019-2020**

Student Name: _____

Homeroom Teacher: _____ **Grade:** _____

Daily Bell Schedule

6th Grade	7th Grade	8th Grade
Advisement 8:55 - 9:26	Advisement 8:55 - 9:26	Advisement 8:55 - 9:26
1st Period 9:29 – 10:16	1st Period 9:29 – 10:16	1st Period 9:29 – 10:16
2nd Period 10:21 – 11:08	2nd Period 10:21 – 11:08	2nd Period 10:21 – 11:08
3rd Period 11:13 – 12:00	3rd Period 11:13 – 12:02	Lunch 11:13– 11:43
Lunch 12:05 – 12:35	4th Period 12:05 – 12:52	3rd Period 11:48 – 12:35
4th Period 12:40 – 1:27	Lunch 12:57 – 1:27	4th Period 12:40 – 1:27
5th Period 1:32– 2:29	5th Period 1:32 – 2:29	5th Period 1:32 – 2:29
6th Period 2:34– 3:11	6th Period 2:34 – 3:11	6th Period 2:34 – 3:11
7th Period 3:16 – 4:05	7th Period 3:16 – 4:05	7th Period 3:16 – 4:05

AMMS MISSION: Preparing today’s students for tomorrow’s challenges.
AMMS VISION: Engaging all learners through rigor, relevance and relationships

AMMS MANTRA:

“Today I will take pride in being an Autrey Mill Lion. I will prepare for today’s and tomorrow’s challenges by engaging in my education through rigor, relevance, and relationships. I will demonstrate respect and responsibility not only for others, but also for myself. I will succeed.”



2019-2020 School Year

First Semester Dates

August 12	First Day of School
September 2	Labor Day Holiday (schools closed)
September 3	6th Grade Curriculum Night
September 4	7th Grade Curriculum Night
September 5	8th Grade Curriculum Night
September 11	Fall Picture Day
October 10	AMMS Professional Day (students off)
October 11	Prof Development Day (students off)
October 14	Student/Teacher Holiday (schools closed)
November 7-8	8 th Grade Savannah Field Trip
November 5	Election Day (students off)
November 25-29	Thanksgiving Break (schools closed)
December 16-20	Finals for First Semester
December 20	End of First Semester
December 23 - January 3	Winter Break (no school)

Second Semester Dates

January 3	Teacher Workday (students off)
January 6	First Day of Second Semester
January 20	MLK, Jr. Holiday (schools closed)
February 13	Spring Picture Day
February 14	AMMS Professional Day (students off)
February 17	Presidents Day (schools closed)
March 13	Teacher Workday (students off)
March 18-20	7th Grade Rock Eagle Field Trip
April 6-10	Spring Break (schools closed)
April 20-28	8th Grade Milestones Testing
May 4-8	6th and 7th Grade Milestones Testing
May 18-21	Finals for Second Semester
May 22	Last Day of School

Autrey Mill Middle School

4110 Old Alabama Road

(470) 254-7622

<http://ammlions.org>

Mr. J.E. “Trey” Martin
Principal

Ms. Anita Erickson
8th Grade Assistant Principal

Dr. Mimi Gamel
7th Grade Assistant Principal

Ms. Laurie Chans
6th Grade Assistant Principal

Ms. Marissa Jonas
Assistant Administrator

Support Staff

Andrea Turner	6th Grade Counselor
Josh Williams	7th Grade Counselor
Denise Santos	8th Grade Counselor
Ashley Perry	Instructional Coach
Steve Herron	School Technology Specialist
Natalie Cowart	Graduation Coach
Martha Bongiorno	Media Specialist
Roxann Wruble	Media Center Para
Amy Pate	504 Chairperson
Janet Lane	RTI/SST Coordinator
Patti Welch	Principal’s Secretary
Kathy Nagle	AP Secretary
Barb Pieper	Front Office Secretary
Carmen Anderson	Front Office Secretary
Miles Anderson	ISS Coordinator
Unnur Kornmayer	Counseling Secretary
Maureen Innes	School Psychologist
Priscilla Pappo	Clinic Assistant
Debbie Wigginton	Cafeteria Manager
Nomitha Thomas	Speech-Language Pathologist
John Burger	Social Worker
Bridget Hundelt	Data Clerk
Donna Rhein	Instructional Support Teacher
Katherine Soh	ELL Parent Liaison
Diane Moody	School Resource Officer

Autrey Mill Contact List

Topic	1st Contact	2nd Contact	3rd Contact
Curriculum	Teacher	Grade Level AP	Principal
Discipline	Teacher	Grade Level AP	Principal
Volunteering	Teacher	PTA Committee	Front Office Staff
PTA	PTA Rep		
Cafeteria	Cafeteria Manager	Grade Level AP	Principal
Student Records	Counseling Secretary	Grade Level Counselor	
Medical	Clinic Assistant	Cluster Nurse	Grade Level AP
Homework	Teacher	Graduation Coach	Grade Level AP
Transportation	Front Office Staff	Grade Level AP	Transportation Dept.
Classroom	Teacher	Grade Level Counselor	Grade Level AP
Athletics	PE Coach	Health/PE Chair	Grade Level AP
Extended Learning	Graduation Coach	Grade Level AP	Principal
Standardized Testing	Teacher	Testing Coordinator (Erickson)	
Attendance	Data Clerk	Grade Level AP	
Academic Support and Grades	Teacher	Graduation Coach (Cowart)	Grade Level AP
Textbook/Agenda	Teacher	Media Center Para	
Technology And Devices	Teacher	Media Specialist	
504	Teacher	504 Chairperson (Pate)	
RTI	Teacher	RTI Chairperson (Lane)	
PBIS/IMPACT	PBIS Coach	Assistant Administrator	
Safety	6th Grade AP (Chans)		
Scheduling	7th Grade AP (Gamel)		
Surveys	6th Grade AP (Chans)		

***Most information can be found on our school's website.**

Please visit www.ammslions.org

My Important Information

Student ID# (lunch number): _____

Apple ID Email: _____ @appleid.fultonschools.org

Microsoft Email: _____ @fcstu.org

Google Drive/Classroom Email: _____ @fcsgaonline.org

Locker #: _____ (take a picture of your locker card)

Bus #: _____ (take a picture of your bus number)

Helpful Technology Information

Tech Contact Information

<u>Name</u>	<u>Role</u>	<u>Contact Information</u>
Mrs. Bongiorno	Library Media Specialist	<u>bongiornom@fultonschools.org</u>
Mrs. Wruble	Media Clerk	<u>wrubler@fultonschools.org</u>
Mr. Herron	Technology Specialist	<u>herrons@fultonschools.org</u>

Student Login Information Guide

Apple ID	<u>studentnumber@appleid.fultonschools.org</u>
Microsoft	<u>studentnumber@fcstu.org</u>
Google	<u>studentnumber@fcsgaonline.org</u>

*Microsoft, Google, and Launchpad all use the same password.

**Password is birthday until changed by student.

I. ACADEMIC INSTRUCTION

A. Academic Dishonesty

One of the most important aspects of a student's educational process is to learn honesty in all endeavors. This includes academic honesty. Academic dishonesty is defined as the giving or receiving of information among students when they are expected to be working on an individual basis, plagiarism (to take and use as one's own writings or ideas of someone else), or related acts. This includes copying and pasting from websites and/or copying work from another student. When academic dishonesty has been determined, students involved will receive a zero for work done. An alternate assessment will be given at the discretion of the teacher. Additionally, the teacher and student involved are to complete the *Academic Dishonesty Form* describing the incident. Copies of the report will be given to the student, the designated assistant principal, placed in the student's record file, and sent home for the parent's signature. In addition to academic consequences, multiple infractions of academic dishonesty may result in suspension.

B. Midterm and Final Exams (summative grades)

Midterm and final exams will be administered to all 7th and 8th grade students in all core subject areas: mathematics, language arts, science, social studies, foreign language, and reading. Exams for each semester will be comprehensive in nature. Midterm and finals will not be administered earlier than the scheduled date. Students who have an **excused absence** on the day of the exam must work with that subject area teacher to establish a time to make up the exam after receiving approval from an administrator. Sixth grade students do not take a midterm or final, but will be administered unit tests at the conclusion of the Unit of study. Parents who request that their child take final exams early must first get approval for that absence from the front office. Students cannot take final exams prior to the first day of the final exams schedule. If a student misses an exam, they must contact their teacher(s) to schedule a time to take the exam, but it cannot be prior to the first day of the exam schedule.

C. Homework

Homework will vary based on content, rigor, and will vary in length, depth, and activity. The final responsibility for homework rests with the student.

Homework is intended to:

- ❖ prepare for, reinforce, and extend concepts introduced in class
- ❖ activate prior knowledge and assess student understanding
- ❖ establish study habits and self-reliance
- ❖ allow parents/guardians and teachers to monitor student progress

D. Late Work Policy (for all grade levels):

Students are expected to turn in all work on time.

- Students are encouraged to communicate with their teacher(s) about late work.
- A grade code of "NHI" (not handed in) will be entered in the electronic grade book until the late assignment is received by the teacher.
- 10 points off per school day for every day late.
- Late assignment will be graded once received and then late points will be deducted from score. A zero will given after 10 school days.

- Assignment must be turned in within 10 school days from original due date.
- Students who miss work because of an excused absence will receive the opportunity to make up missed work. (Fulton County Policy JBD – Attendances and Absences)
- Students are given one school day for each day absent plus one day to turn in the work.

E. Recovery Policy

When a student scores below a 70% on a major/summative assessment (test, project, etc), the student has the opportunity to complete a “recovery” assignment in order to demonstrate mastery of a standard. A paper form and/or email will be sent home to parents alerting them of the recovery opportunity.

- In order to retake a summative assessment, the student:
 - It is expected that students have no NHI’s (NHI’s are counted as a zero in the gradebook) for that current unit
 - It is expected that students complete the recovery assignment within 10 school days of when recovery was assigned
 - It is expected that students attend a targeted help session with teacher (student and teacher can decide on time and location)
- The maximum grade that can be entered into the gradebook for a recovery assignment is a 70%.
 - Teachers will grade the recovery assignment for completion and accuracy. The final recovery grade will be entered into the gradebook.

Recovery opportunities and guidelines for minor/formative assessments (quiz, classwork, etc) will be at the discretion of each grade level content area. Specific content area teachers will provide additional information regarding recovery guidelines for minor or formative assessments.

When recording the recovery grade in the gradebook, the grade should reflect the new grade and the original score. For example, if a student received a 60% on a test and then successfully completed a recovery assignment, the new grade in HAC would be recorded as 70.60. This allows parents, teachers, admin, etc. to know that the 70% is a recovery grade.

F. Testing Schedule

Teachers will work collaboratively to make sure students do not have more than two tests a day in core academic classes. Sometimes it will be necessary to have more than two as per students’ schedules. Please note that while teachers will try to administer tests on these dates, situations may arise that may necessitate a change. In addition, quizzes and other forms of assessment do not follow this schedule. Connections and PE teachers may have testing any day of the week.

STEM - Tuesday and Thursday

Humanities - Wednesday and Friday

Reading, Foreign Language, Connections and PE - any day except Monday

G. Tutoring/Help Sessions for Students

All teachers will offer morning help sessions from 8:00am-8:30am to assist students needing additional help. Specific days and times of the help sessions will be announced in class and will be posted on the Autrey Mill web page; <http://ammslions.org>

- When attending morning help sessions, students will be picked up from the cafeteria by the teacher leading the help session promptly at 8:00am. Students not in the cafeteria when the teacher picks up will miss the help session. Students may enter the building starting at 7:45am.
- Individual teachers may decide to hold afternoon help sessions from 4:15-4:45pm. Teachers who decide to hold afternoon help sessions will host them in their classrooms. Students participating in afternoon help sessions will be dismissed the bus bell.

II. ADVISEMENT/HOMEROOM

For all grade levels, time has been included in the school day to provide students with a variety of opportunities, including study hall, remediation and assistance in areas of academic concern, enrichment in areas of academic strength and the opportunity to participate in a school-wide character development program.

During advisement time, students will have the opportunity to engage in the following activities (specific days vary based on grade level):

- Study Hall/work on NHIs/Targeted Help Sessions/iReady Math or Reading
- Recess (indoor or outdoor)
- DEAR time/iReady Reading
- IMPACT (*see IMPACT on page 24 for additional details)

A. DEAR Time

Classroom time set aside for teachers and students to Drop Everything and Read. The goal of DEAR is to encourage independent silent reading for extended periods of time on a daily or weekly basis. Students choose the book they wish to read based on interest and ability. Students may also work on iReady READING during DEAR time.

B. iReady Math and Reading

Fulton County Schools has acquired the iReady Math and iReady Reading program to supplement classroom instruction and provide additional support or to accelerate learning as needed. Sixth through eighth grade students will receive a personalized pathway of learning based on his/her instructional needs. Teachers will receive targeted resources, identified through student performance, to support students during small group and one-on-one instruction.

C. Recess

Students will have the opportunity to participate in a grade level, weekly recess time, either outdoor or indoor, depending on weather and temperature. Students are expected to adhere to Autrey Mill and Fulton County's code of conduct in order to participate in recess.

III. ATTENDANCE

A. Absences

Regular attendance is essential to the learning process. Students who are absent from school are deprived of a variety of educational experiences shared with their peers. When a student is absent for any reason, a note from the parent must be sent to the **front office** within three days.

- **An excused absence** is a personal illness, illness or death in the immediate family, recognized religious holidays observed by the individual's faith, court mandates, and other conditions rendering school attendance impossible or hazardous to a student's health or safety.
- **An approved absence** should be **pre-arranged** with the principal or designee before the absence occurs. Approved pre-arranged absences shall be permitted for a travel opportunity with educational benefits, a graduation or wedding of a close family member, a specialized educational experience, or an event mutually agreed to by the parent and the principal. There is a limit of 6 days for approved absences.
- **An unexcused absence** is an absence that has not been excused or approved. It includes, but is not limited to, truancy, class cuts, or absences not approved **prior** to the absence.
- Once five (5) unexcused absences are recorded for the student, a letter will be sent to the parent from the social worker.
- A student is expected to make up work missed because of excused absences and/or approved absences.
- It is the student's responsibility to initiate communication with their teachers about make-up or missing work (this could include: Google Classroom, contacting other classmates, or making contact (email) with the teacher(s)). The contact must be made within **ONE** school day of returning. Students are given one calendar day for each day absent plus one day to turn in the work.
- Parents may request assignments in person, by phone, or by email, if a child is absent 3 or more days.
- A physician's statement is required for all absences which exceed 10 consecutive school days in a school year, for all absences that are due to communicable diseases, or under any other conditions deemed necessary by the principal.
- Students will receive the actual grade earned on make-up work if: (a) the absence was excused, (b) a written excuse was submitted within the allotted time, and (c) the make-up work has been completed satisfactorily within the time specified. When an absence is "unexcused" or is "excused" but does not meet the above conditions, the grade the student earns on any make-up work submitted on time may be reduced by ten points at teacher discretion.

B. Tardiness to School

It is the responsibility of the parents and the student for the student to arrive on time. Excused tardies include illness, medical appointments, and other legal excuses mentioned above. Parents are asked to send a note with the student when he/she is tardy. All students who are tardy must report to the office **before** reporting to class. Chronic tardiness to school or to class may result in disciplinary consequences.

C. Tardiness to Class

Students are expected to be on time to all classes. If late, a pass from staff or faculty should accompany student.

- Tardies to class are tracked by the school
- Lunch detention will be assigned for the first four tardies
- After-school detention will occur for every four additional tardies accumulated
- Tracking of tardies resets every 9 weeks

D. Attendance and After-School Activities:

In order to participate in any after-school, or extracurricular activity, the student must attend at least half of the school day.

IV. BOOKS AND MATERIALS**A. Lockers**

Students must rent hallway and physical education lockers for the safekeeping of books, devices and personal property. Only school assigned locks may be used on physical education lockers. It is the responsibility of the student to guard his/her combination and to see that his/her locker is secure. Lockers remain the property of the school and are subject to periodic announced and unannounced inspections by school personnel at any time during the year. Students are NOT to share lockers. Locker rental fees are \$5.00 for a regular hall locker and \$5.00 for a PE locker, for a **total of \$10.00 per year**. Fees may be paid at the time a student registers for school. Locker fees are subject to change. Directions on how to pay for lockers will be presented during the “sneak peek” days at the beginning of the new school year. Payments may be made online.

B. Loss of Personal Items

The school makes every effort to help students safeguard their valuables. However, the ultimate responsibility for this lies with the student. Name labels should be placed on personal articles and clothing, especially on PE uniforms. All lost articles will be placed in the “Lost and Found.” Students are encouraged to check the “Lost and Found” for missing items. The “Lost and Found” is located at the end of each grade level hall. Unclaimed items will be donated to a charitable organization at the end of each four and a half week grading period. Students should not bring large amounts of money to school. All valuables should be left in lockers, particularly during PE. The school cannot be held accountable for lost, damaged, or stolen articles.

C. Student Agendas

Agendas are used to help students organize and track assignments and upcoming important dates in each of their classes. Students are highly encouraged to stay on top of keeping their agenda’s updated. Students may choose to use their own personal agenda in lieu of the school agenda. Either way, students must have an agenda every day. If a student loses their school issued agenda: Please check Lost and Found, Front Office and your Classrooms for lost Agendas. A new Agenda may be purchased in the Counseling Office for a fee of \$15.00.

D. Lost or Damaged Instructional Materials

(*see “technology/devices” section on page 28 for more information regarding tech use and fines)

Students are responsible for the care and protection of technology, textbooks, library books, musical instruments, and other instructional materials, *i.e. iPads (including iPad covers, chargers and accessories)*, calculators, etc. assigned to them or checked out by them. The following sanctions may be taken against a student who fails to return or refuses to pay for lost or damaged technology, textbooks, library books, media materials, or school property, including, but not limited to, musical instruments, sheet music, uniforms of all kinds, sports equipment, etc.

- Withholding any additional technology, textbooks, library books, media materials or school property until restitution is made.
- Withholding all grade cards, transcripts, or certificates or progress reports until restitution is made.
- Exclusion from ceremonies, dances, intramurals, and/or participation on teams or in clubs.

A record of any outstanding fees, fines, or charges will accompany students’ records whenever they move from school to school within the school system, and sanctions may be taken against a student by his/her new school until the student settles matters with his/her former school. Appropriate restitution for any school equipment/materials will be the cost of a new equal item. For damaged school equipment/materials, an assessment and appropriate charge will be determined at the local school level. If a student cannot afford the entire charge, the student will be put on a payment plan until the amount owed is paid in full.

E. Media Center

The Autrey Mill Middle School Library Learning Commons is an innovative space in which students are encouraged to ask questions, create new learning experiences, and collaborate to deepen their knowledge of the curriculum and the world around them. It is a welcoming space in which students explore and where they become the creators of information rather than just consumers. It is a space which promotes a community of learners and provides a fluid, flexible learning space which offers challenging learning opportunities for all learners. The AMMS Library Learning Commons serves as the school’s physical and virtual center for active and engaged learning. Utilizing the learning commons model, the transformed library media center will support student achievement and the curriculum through project-based and inquiry-based instruction, individual investigation, and innovative thinking, with a focus on developing literacies for the information age and the digital economy.

We offer a robust physical, ebook, and audiobook library as well as various technology from 3D printing to robotics in order to provide a future-ready approach to learning. Collaboration with teachers and administrators is ongoing throughout the year in order to create, enhance, and deliver information and digital literacy skills to our student body. We work closely with our student library advisory board as well as our media committee to make sound instructional and financial decisions to support Autrey Mill Middle School. We are open daily from 8:00am to 4:00pm. The Library Learning Commons spaces are available to our AMMS students during posted hours.

V. CAFETERIA

The school cafeteria offers several choices of nutritious, well-balanced meals each day. Breakfast and lunch programs are available to each student. Meal prices are subject to change by the Fulton County Board of Education.

A. **Breakfast**

A breakfast program for students is offered each morning before school from 8:15-8:45 a.m. Students may purchase a variety of individual items ranging in price. Students are expected to eat breakfast BEFORE walking down to their homeroom. Breakfast prices: Reduce - \$.30, Full - \$1.25, and Adult - \$1.60. Prices are subject to change.

B. **Lunches**

Students may choose from a variety of nutritious selections. There is an a-la-carte line where items may be purchased separately. Free/reduced priced meals are provided for students who qualify for these federal programs. Application forms are distributed to all students at the beginning of the school year. Lunch costs: Reduced - \$.40, Full - \$2.70, and Adult - \$3.35. Prices are subject to change.

C. **Lunch Account/Adding Funds**

Parents are encouraged to put money on their students account in the cafeteria. Each student account has two parts: a General account which can be used for any purchase and a Meal account, which can be used for traditional breakfast or lunch only. Parents can specify which part of the student's account they would like the check credited to on the note line of the check. Fulton County Schools does not allow students to charge in the cafeteria. It is a good idea to have money on your student's account at all times.

Money may be placed in the individual account with cash or check made payable to Autrey Mill Middle School Cafeteria or pay online at "MyPaymentPlus" (<http://school.fultonschools.org/ms/autreymill/Pages/LunchMenu.aspx>) with debit or credit card. Please allow up to 24 hours for payments to post to student account.

D. **Cafeteria Conduct Expectations**

- Students should enter the cafeteria in an orderly fashion and go directly to their assigned table.
- Students must get all food, drinks, and other items as they go through the line when called by the counselor or administrator. Students will be provided an opportunity to get "SECONDS".
- Students are to remain in their seats unless given permission or go to get a pass for the restroom
- Students must have a pass or a signed note from the front office to exit the cafeteria.
- Students should meet the cafeteria expectations outlined in the school-wide behavior matrix and follow a volume code 2.
- Students who behave inappropriately and do not meet cafeteria expectations will receive consequences.

- Administrators will dismiss tables and teachers will dismiss students. Students will check their area to see if it is clean. There will be designated students to help collect garbage and sweep after lunch.
- Students are not allowed to accept fast food brought in by parents or other family members.

VI. COMMUNICATION

A. Deliveries for Students at School

Parents and other individuals are discouraged from bringing in or delivering items to students at school. These may cause disruption to instruction during the day. If items must be delivered during the school day, please drop them off at the front office. Any items delivered to school by parents will be held in the office until the student comes to claim it. We work hard to limit interruptions to the classroom, and we **will not** call students to the office to pick up items. Your cooperation is greatly appreciated in this matter.

B. School Newsletter

The Autrey Mill Middle School newsletter will be available weekly through email and the school's website. The *Lion's Roar* informs parents of PTA events, school-based events, and contains articles about current events within the school community. Parents may sign up to receive the *Lion's Roar* in homerooms during Sneak Preview by submitting an email address. These email addresses become the basis for our distribution lists. Parents can also sign up for the *Lion's Roar* on the school's web page by clicking on the *Lion's Roar* link. The *Lion's Roar* distribution lists are also used to communicate important, time-sensitive, information with our community.

C. PTA Directory

Produced near the beginning of the year; contains names, addresses, and phone numbers of all families who have given permission to be included. The directory is available with PTA membership.

D. Office Forms

Any forms that are sent home throughout the school year; and require a parent signature must be returned promptly. Please check due dates on important forms. These will come either by hard copy with students or electronically through email and/or school website. These may include course syllabi, field trip permission slips, address verifications, world language placement letters, and intent forms.

E. Interim Reports/Progress Reports

Electronic progress reports will be available to view every 4 ½ weeks through HAC (home access center). Progress reports are provided to keep parents apprised of their child's progress in coursework and to notify parents if a child is experiencing a significant decline in achievement or is in danger of receiving a final grade of 70 or below. Paper copies of progress reports are no longer sent home, but are available upon request.

F. Report Cards

Electronic report cards will be available to view at the end of each semester through our new online portal, Infinite Campus. Additional details can be found on the Autrey Mill school website. Paper copies of report cards are available upon request.

G. Email Communication

Parents with concerns about any school-related issue are encouraged to seek assistance from school personnel. The best way to reach our teachers is through email. Email addresses are listed on the school website. Please also see the schools' "contact reference list" for points of contacting regarding specific issues. Please allow 24 hours for teachers and staff to respond (or one school day if over the weekend). If you have an emergency situation that requires a more immediate response, please feel free to contact an administrator or counselor. When emailing teachers or staff, please specify your student's name and grade level.

H. Infinite Campus - "Campus Student" and "Campus Parent"

Campus Student and Campus Parent are designed to provide real-time access to student information, such as announcements, assignments, attendance, grades, scheduling, and more. The easy-to-use design displays what is currently happening in the classroom so you can understand, monitor, and participate in the educational process.

Visit <https://www.fultonschools.org/Page/10541> for more information.

I. Parent/ Teacher Conferences

Parent/ teacher conference is one of the most important forms of communication. A teacher or parent may request a conference at any time during the school year. All conferences are to be arranged in advance, and parents are to call, email, or send in a written request. When a conference is scheduled during the school day, parents are asked to check in at the office. Students may also attend the conference, at the discretion of the parent and/or teacher.

J. Promotion/Retention (PR) Conferences

These specific types of conferences will be held for any student with an average of 73% or below in one or more core academic (Math, Language Arts, Science, Social Studies) subject areas. Teachers will reach out to parents in order to set up a PR conference.

K. Website/Twitter

Interested persons can access information about the school on our website: www.ammslions.org and follow us on Twitter [@ammslions](https://twitter.com/ammslions) and [#ammslions](https://twitter.com/ammslions).

VII. CODE OF CONDUCT

Fulton County Schools’ Code of Conduct is designed to provide guidelines for appropriate student behavior while under the jurisdiction of the school, while at any school-sponsored function or where engaging in the activity will have on the school environment. Students have a responsibility to respect the rights and dignity of others and to become actively involved in their own academic learning and social growth.

At Autrey Mill, an evidence-based framework for developing positive behavior referred to as Positive Behavioral Interventions and Supports or PBIS, is used to create a positive climate for learning.

A. Schoolwide Expectations

At Autrey Mill Middle School we expect that all students are respectful and responsible. Throughout the school there are PBIS Behavior Matrices. The PBIS behavior matrix is a chart that clearly communicates our school's expectations for positive behaviors in various school environments. It aides both teachers and administrators in teaching, modeling, and reinforcing PBIS in the classroom, hallway, bathrooms, cafeteria, and even at home. Students will be held accountable for meeting these school-wide expectations.

Our school wide behavior expectations include, but are not limited to:

Respectful	Responsible
Using kind, school appropriate language	Be in seat with all materials by the bell
Cooperate with adult directions	Be accountable for your choices
Use your school-issued technology only when instructed and for academic purposes	Have a pass and permission when leaving classrooms and other school locations
Follow school volume codes	Report any issues (behavior or maintenance) to an adult immediately
Keep walls and school facilities clean	Keep phones off and in locker
Leave areas clean	Charge iPad to at least 80% before arriving at school
Keep hands, feet, and objects to yourself	

B. PBIS Overview

Positive behavioral interventions and supports (PBIS) is an evidence-based approach schools can use to improve school safety and promote positive behavior. It also helps schools decide how to respond to a child who does not meet the schoolwide and classroom based expectations. PBIS calls on schools to teach students about behavior, just as they would teach about any other subject, like reading or math. PBIS recognizes that students can only meet behavior expectations if they know what the expectations are, so a hallmark of a school using PBIS is that everyone knows what the expectations are and how to meet them. Throughout the school day, in class, in the hallways, cafeteria, and throughout the school, students understand what’s expected of them.

C. Minor and Major Behavior Infractions

- **Minor infractions** are those that are commonly handled by teachers in a classroom. Repeated or excessive minor infractions can become major infractions (3 times or more) and result in administrative referral.

Minor infractions may include:

-Tardiness	-Repairable damage of property/graffiti
-Unprepared for class	-Defiance/Noncompliance
-Inappropriate/Profane language or gestures	-Minor misuse of technology, including a Digital Citizenship violation
-Disruptive behavior	-Throwing, flinging items
-Teasing/Taunting	-Public displays of affection
-Running	-Volume code violation
-Horseplay (not fighting)	-Out of area without permission
-Academic dishonesty	
- Dress code violation	

- **Major infractions** are those that warrant the intervention of a school administrator due to the student’s behavior violating the safety of others, or if the student demonstrates defiance of school staff, or disrupts the learning of others.

Major Infractions may include:

-Fighting/Assault/Battery	-Severe technology misuse
-Drugs/Tobacco Use/Vaping	-Permanent damage and destruction of property
-Weapons	-Repeated academic dishonesty
-Threat toward staff or student	-Minor infraction that causes an injury
-Verbal abuse toward staff or student	-Cutting class
-Harassment/Derogatory statements	-Any minor behaviors that become chronic or a pattern (3 times)
-Bullying	

D. Discipline Cycle

In addition to the PBIS expectations and values, teachers, students, and staff will follow a consistent, school-wide discipline cycle when students’ behavior does not meet school expectations.

<p>Step 1: Teacher/Staff observes problem behavior and decides if they can manage the behavior or if the behavior needs to be managed by administration (see minor/major description above).</p>	
<p>If teacher/staff manages...</p> <p>Step 2: The teacher or staff member will implement an appropriate intervention, as well as follow the consequence cycle for minor behaviors (see below).</p>	<p>If administration manages...</p> <p>Administration will manage a problem behavior if a) student repeats a minor problem behavior more than two times, or a) a student demonstrates a major problem behavior.</p> <p>Step 2: Administration will receive an office referral from teacher/staff member indicating major problem behavior (including any attempted interventions from minor behaviors)</p>
<p>Step 3: Teacher/staff members will complete a classroom discipline form in order to communicate with parents. Teacher/staff will contact parents via email or telephone to alert parents of the situation.</p>	<p>Step 3: Administration will conference with student (and teacher if needed) and obtain written statement(s).</p>
<p>Step 4: If behavior stops after intervention, then teacher/staff will continue to monitor behavior. If problem behavior occurs again, then teacher/staff will repeat using different intervention strategies (up to two times).</p>	<p>Step 4: Administration will review statements, as well as the student’s behavior history, to determine appropriate consequence (see below).</p>
<p>Step 5: If the same MINOR problem behavior does not stop after the second intervention (repeating minor protocol two times), then teacher/staff will complete an office referral form for administration to manage.</p>	<p>Step 5: Administration will contact parents via telephone to alert them of the situation and the next steps.</p>

*Autrey Mill Middle School adheres to the Fulton County Discipline Code of Conduct and will use this code as a guide when determining student consequences. This can be found in the Discipline Code of Conduct Handbook on the FCS website. Consequences and order of consequences are subject to change. Visit <https://www.fultonschools.org/Domain/266> for the Fulton County Code of Conduct.

F. Discipline Cycle

The detention/suspension cycle will be as follows*:

- Student warning and teacher intervention
- Lunch Detention – to be served in ISS room during the student’s grade level lunch
- After School Detention – to be served in the Front Office from 4:10-5:15pm
- In School Suspension – to be served in ISS room (student work provided by teachers)
- Out of School Suspension – to be served at the student’s home (student work provided by teachers)

*starting point for discipline cycle is subject to change based on situation

G. After-School Detention

Part of Autrey Mill’s discipline cycle includes the possible consequence of after-school detention. After-school detention is assigned by an administrator and is held after school from 4:10 to 5:15 under the supervision of an administrator. Parents of students assigned to after-school detention will be notified at least 24 hours prior to the detention. Students will be given written notification of the assigned detention(s) to be taken home to the parents. Students will be held accountable for ensuring that parents receive the notification of detention(s). Failure to serve after-school detention will result in further disciplinary action. Students serving an after-school detention will sign in upon arrival and are expected to work diligently during the detention hours.

H. ISS/In-school Suspension

In-school suspension (ISS) is a strategy used by schools to discipline students for their behavior while ensuring that they participate in the academic process in some way. Restorative break/ISS consists of students being removed from the normal school environment, and spending their day (or days, depending on the offense) working on their normal class work in a special classroom set aside for these students. A certified staff member is present in the ISS room at all times.

I. Students’ Rights:

Students have a right to:

- Receive a copy of the guidelines for student behavior.
- Discuss educational concerns with teachers and other school staff members.
- Receive individualized help, as needed, from professional staff members.
- Receive fair discipline without discrimination in every aspect of the educational system.
- Study and learn in a positive atmosphere free from verbal and physical threats and abuse.
- Review their own records within the appropriate guidelines.

J. Harassment

AMMS defines harassment as any mean or hurtful behavior that is done on purpose after you are asked to stop. **This can include, but is not limited to, the following:**

- Pushing, shoving, hitting, spitting, tripping, etc.
- Name-calling, picking on, making fun of, laughing at another person
- “Shunning” or excluding someone from a group or activity
- Using the Internet or cell phone text, picture or video messages to spread put-downs and rumors
- Unwelcome conduct which is directed toward a person because of a person’s gender, religion, and ethnicity.

AMMS faculty and staff take harassment very seriously. An administrator will investigate incidents of alleged harassment. If deemed harassment, concerns will be addressed as follows.

- Discussion with teacher, or
- Counseling office referral, or
- Office referral

Harassment should be reported immediately to your teacher, counselor, or grade level administrator. This includes instances when you witness other students being harassed. All reports will be kept confidential.

K. Food and Drinks

In an effort to keep our school campus clean, we ask students to refrain from bringing any drinks besides water into the building after 8:30am. If a student arrives to school prior to 8:30am with a drink other than water, they must finish the drink or throw it away before walking down the school hallways. Students seen with drinks other than water will be asked throw the drink away. Students may bring a small, healthy snack each day. Snack times vary by each grade level. We ask that students do not share or distribute food to one other.

L. Selling Items at School

Students are **not permitted** to sell items at school unless authorized to do so by the school administration.

M. Classroom Conduct Evaluation and Codes

Students receive a conduct grade as well as an academic grade for the work done in every class. These grades are determined by the teacher(s) of each class. Behavior and evaluation codes are used on progress reports and report cards to communicate with parents about students’ behavior in class. Explanation of codes can be found at the bottom of the report card and progress reports.

VIII. SCHOOL COUNSELORS**A. Role of Counselors**

Autrey Mill Middle School Counselors provide academic, social/emotional, and college/career support to all students. We meet the needs of our students by providing individuals and groups counseling, delivering classroom curriculum, and collaborating with teachers, parents, and community members. Counseling programs are proactive and preventative. School counselors work to meet student needs and to avert crisis situations.

B. Appointments with Counselors

Students are welcome to come to the counseling office to make an appointment request to meet with their grade level school counselor. Students must get a pass from their teacher to leave the classroom to visit the counseling office. Parents may arrange a conference or consultation by calling or emailing their child's counselor to request an appointment. Counseling is a confidential service, however certain situation and issues must legally be reported to ensure student safety.

C. School Social Worker

The Fulton County School System is dedicated to the goal of helping every student experience success in the school setting. In keeping with this goal, the School Social Worker, under the umbrella of the Student Services Department of the Fulton County School System, provides non-instructional services to students and their families.

D. Withdrawal Procedures

AMMS requires that parents contact the school at least one school day prior to beginning the withdrawal procedures. Students are required to return all school equipment and materials to the counseling office. Students are also required to pay any outstanding fines and fees in order to receive a copy of the withdrawal form.

E. Work Permit

Students may pick up a work permit application from the Counseling Department. Students must be at least 14 years old and must have been officially offered a job.

IX. DRESS CODE**Fulton County Board of Education (Procedure JD, Rule 12):**

1. Students at Autrey Mill Middle School are expected to dress and groom themselves in such a way as to reflect neatness, cleanliness, and safety.
2. All students shall dress appropriately so as not to disrupt or interfere with the educational program or the orderly operation of the school. Extremes in dress and grooming **will not** be permitted. Examples are: lack of cleanliness in person or dress, no shoes, "tennis shoes with wheels", "short shorts", crop tops nor bare midriffs, "tank tops", "see-through clothing", apparel which designates gang or similar organizations, or any dress or grooming that is disruptive to the educational process. Designated dress, required for school activities approved by the principal, shall be acceptable.
3. The principal or other duly authorized school official shall determine whether any particular mode of dress or grooming results in a violation of the spirit and/or intent of the rule.

Autrey Mill Middle School Dress Code:

1. NOT PERMITTED during school hours: Hats, caps, head scarves, bandanas, sweatbands, chains, pajama pants or any pants that resemble pajama material, sunglasses, tennis skirts, crop tops, midriff tops, tank tops, spaghetti straps, gloves and coats. During colder climates, students may wear coats and gloves to school, but are expected to store them in their lockers during the school day.
2. All clothing must be free of suggestive wording, illustrations, or advertisements for items that are illegal for middle school students – i.e. alcohol and tobacco products, etc.
3. Shorts and skirts must be of a **NON-REVEALING LENGTH**. If there is a question about the length, the shorts or skirts are probably too short and should not be worn to school. Please note this policy remains in place **even** when the shorts/skirts are worn with opaque tights or leggings.
4. Pants should be worn at the waist and should not sag, and underwear should not be seen. If there are holes or tears in the pants, they must be mid-thigh length or longer. **Any variety of leggings cannot be worn unless underneath a top of appropriate length.**
5. Shoes must be worn at all times. Proper dress does not include bedroom slippers or tennis shoes with wheels.
6. Undergarments must not be exposed.
7. Face and body paint, as well as using markers/pens to mark body, are inappropriate for school.
8. Clothing that is excessively revealing such as short mini-skirts, short-shorts, crop tops, tank tops, loosely fitting, low-cut shirts or tops, mesh shirts, or shirts exposing the midriff are not to be worn to school. If you raise your arms and skin shows, your top is too short.

Students and parents are expected to honor the dress code so that valuable school time is not spent examining student attire to determine appropriateness. If a student is determined to be violating the dress code, they will be given a PE uniform to wear for the rest of the day and possible disciplinary action for repeated dress code violations.

X. EMERGENCY and SAFETY PROTOCOLS**A. Clinic and Medical Needs**

- A clinic supervisor staffs the clinic from 9:10 until 3:35 each day. Students must have a pass from a teacher when reporting to the clinic. First aid will be administered in the clinic as needed. The counseling secretary is available at other times if clinic services are needed.
- Parents are requested to notify the school of any changes in address or phone numbers that occur during the school year, so that current information is available in case of emergency.
- Students are permitted to carry certain medication with them at school only if appropriate forms have been signed and submitted. The same applies when medicine must be taken at school. Relevant forms are available on the AMMS website.
- Any student who is injured on the school grounds or in the school building at any time must report the injury to the supervising staff member or, if the student is not in class at the time of the injury, go directly to the clinic or office. Parents will be notified if the injury is considered anything other than minor. An accident report will be completed and signed by both the supervising faculty member and an administrator.

B. Emergency Drills

- Fire evacuation drills are held on a monthly basis during the school year.
- One hard lockdown, one soft lockdown, and one shelter drill are held each semester.
- **It is important that students remain silent, walk in a single file, and follow all instructions of school personnel during these drills. The drill is not complete until all students and staff are back in the building and an announcement is made to conclude the drill.**
- In the event of an emergency where it becomes necessary to remove students from the premises of Autrey Mill Middle School, they will be evacuated to the parking lot of the Country Club of the South Clubhouse. In the event of such an emergency, it would be impossible for parents to contact the school. Students would be released to parents from an alternate site.

C. Emergency School Closings

Once a decision has been made by the central office to close school due to inclement weather, local TV and radio stations will broadcast this information. Please avoid calling the school, as any up to date information will be communicated through Fulton County's main website and social media outlets. Each Fulton County School has detailed disaster and evacuation plans, which are reviewed and updated each year. In the event that these plans are used, the media will notify parents.

D. Digital Learning Day

A Digital Learning Day is an opportunity to engage in learning remotely instead of attending school onsite on an inclement weather day. Staff will provide learning opportunities to all students through print and digital resources during inclement weather. Autrey Mill Middle School will communicate to parents and teachers if a digital learning day is scheduled.

E. Student Insurance

Student insurance may be purchased through the school office. This does not include damage to band and orchestra instruments, cell phones, iPads, etc. Further information may be obtained through the school office. Autrey Mill Middle School does not carry insurance to cover accidental injuries of students. Parents are urged to consider purchasing student insurance. An insurance policy of some type is required for students participating in overnight field trips.

XI. GRADING**A. Grade Reporting**

- Numerical grades will be used to report academic performance in all courses. Please refer to the Late/Missing Assignment Policy in the Academics section of this document. The minimum number of grades will be nine per semester, per subject area. Nine-week classes will have a minimum of six grades.
- Grading, promotion, and retention are the responsibilities of the individual teacher and are subject to approval and review by the principal. Careful evaluation by the teacher and principal will ensure that all grades issued and recommendations made will be in the best interest of the student.
- Interim grade reports (progress reports) are available online at the end of each four and a half week period of each semester. Report cards are available online at the end of each semester. Paper copies are available upon request.
- Grades earned for interim reports detail progress to that point (except the nine-week connections courses) and are not recorded on the permanent record. The final semester grade is an average of all work completed during the semester and is recorded on the permanent record. For courses offering high school credit, each semester grade will be recorded separately. The grade recorded for a nine-week connections class is a final grade at the end of the nine weeks. The grading scale is based on Fulton County policy. The state of Georgia has set 70 as the minimum passing grade. The final grade is the average of the grade from the first semester and the grade from the second semester.

Grading Scale

A = 90-100

B = 80-89

C = 70-79

F = 0-69

NHI = Not handed in (zero)

EX = Excused*

NG = No Grade**

*Must receive the approval of the principal.

**For students enrolled fewer than 20 school days with no transfer grades. Students with transfer grades will receive an average of the new grades and the transfer grades.

B. Grading Students When Absent from School

A student is permitted and encouraged to make up work missed because of excused absences, approved absences, and temporary placement. See ATTENDANCE section for clarification.

C. Promotion/Retention Policy

- Promotion or retention in middle school grades (6-8) will be based on student performance for the entire school year. First and second semester grades are averaged out. A Promotion/Retention Conference will be set up by the teacher of record for any student with an average of 74% or below.
- Any student who receives **an average** for both semesters of 69% or below shall fail that specific subject for the year.
- A failing grade in one or two subjects can be made up by the student earning a passing grade in an appropriate subject during a summer school session or other pre-approved remediation opportunity. A failing grade in more than two classes will likely result in retention.
- Eighth grade students must have a passing score on the Milestones test in both Reading and Math to be promoted to 9th grade. If they do not pass one or both tests, they will have to retake the Milestones test over the summer after completing remediation. Free Summer School remediation classes will be provided.

XII. IMPACT - Social and Emotional Learning

In addition to our academic curriculum, Autrey Mill Middle School understands the importance of incorporating support for our students’ social and emotional needs. Social and Emotional Learning (SEL) is the process through which children and adults understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions. Social and Emotional learning (SEL) provides a foundation for: safe and positive learning, and enhances students' ability to succeed in school, careers, and life.

I Inspiring **M** Motivating **P** Persevering **A** Activating **C** Communicating **T** Transforming

Inspiring and **m**otivating students to **p**erservere, **a**ct, **C**ommunicate, and **t**ransform themselves and the world around them



IMPACT will occur throughout the day and throughout the year, but will be emphasize every Thursday during advisement/homeroom time. Each Thursday, we will host a different topic regarding social and emotional learning. Thursday’s IMPACT time will incorporate PBIS, service projects, community outreach, 7 Mindsets, and other activities geared at meeting the social and emotional needs of our students.



PBIS

Positive Behavioral Interventions and Supports

Schools utilize PBIS to teach students about behavior, just as they would teach about any other subject, like reading or math. PBIS recognizes that students can only meet behavior expectations if they know what the expectations are, so a hallmark of a school using PBIS is that everyone knows what the expectations are and how to meet them. Throughout the school day, in class, in the hallways, cafeteria, and throughout the school, students understand what’s expected of them.

Everything Is Possible
Passion First
We Are Connected
100% Accountable
Attitude of Gratitude
Live to Give
The Time Is Now

7 Mindsets

Combining elements of relationship-based teaching and social-emotional learning, the 7 Mindsets distills extensive research on the nature of happiness and success into tools that provide a new language and operating system for schools and classrooms. For more information about 7 Mindsets, please visit: <https://7mindsets.com/about/>

Positive Celebrations

Positive celebrations will be held throughout the year in connection to our PBIS expectations. More information about specific celebrations will be communicated as the year progresses. Celebrations will vary by grade level. All students exhibiting the behavior expectations at Autrey Mill will be invited to join. Students are expected to follow the school’s behavior expectations in order to participate in celebrations.

XIII. PHYSICAL EDUCATION/HEALTH

A. Dressing Out for Physical Education

All students are required to dress out each day for physical education class. The school’s gym uniform will consist of a tee shirt and shorts and may be purchased at the beginning of the school year during Autrey Mill’s Sneak Peek. Tennis shoes and socks are also a required part of the PE uniform. A portion of each student’s academic grade in physical education class is based upon dressing out according to expectations. Students should take home their PE uniforms on a regular basis to be washed.

B. Exemptions from Physical Education

All students are required to participate in physical education in the middle school. A medical excuse is not a guaranteed exemption from required physical education classes/time. Physical education teachers will modify or adapt the class requirements based on recommendations of the physician so those students with medical difficulties or disabilities can succeed.

C. Physical Education Lockers

The PE department provides lockers and locks on a rental basis. The locker rental fee is \$5.00. Students are required to lock up all valuables in their assigned lockers. Lock combinations will be given only to the person assigned to the locker. The school administration may make routine locker checks. PE Lockers may be purchased at the beginning of the year.

D. Human Sexuality Education

The Fulton County School System offers human sexuality education and AIDS education in the required health courses taught in grades 6, 7, and 8. The school system believes that all students should have access to factually accurate and appropriate information on these topics. Students who are informed and understand these facts are better able to make educated, healthy decisions. All instruction in the sex education unit of health is prefaced by the belief that abstinence from sexual activity is best for school-aged children.

All students are required to take a nine-week health education course in each grade level. At least two weeks prior to the sex education unit of the course, a letter will be sent home to parents informing them of their right to remove their minor children from this unit. Parents are requested to sign and return the form indicating whether or not their child is to participate in the sex education unit. Students not participating in the sex education portion of health will be given alternative health assignments. Parents may contact their child's health teacher to make an appointment to review the materials used in the health course.

XIV. STUDENT ACTIVITIES**A. Clubs/Activities**

Autrey Mill strives to offer students a wide range of clubs and activities in which to participate. Students are encouraged to try a variety of activities. Clubs vary from year to year. Students and parents can find additional information about clubs offered via the school's website or by visiting the front office.

B. Examples of Clubs Offered in Past Years:

Academic Bowl	Jr. HOSA Club
Art Club	Jr Thespians Dramatic Society
Chess Club	Knit Knackers
Computer/Technology Club	Math Counts
Debate Club	Power Over Prejudice Club
Fellowship of Christian Athletes (FCA)	Reading Bowl
F.I.G.H.T. Cancer Club	Spanish Club
Interact Club	TSA/Robotics Club

C. Extramural/ Intramural Program

- A program of **intramural** athletic activities is offered to students from 8:00am - 8:30am, Monday through Thursday.
- In order to participate in the **intramural program**, each student must have an intramural registration form signed by a parent or legal guardian on file at the school. Intramural activities vary each semester. Students should read newsletters and listen to the announcements to learn which activities are to be offered during specific time periods.
- Seventh and eighth grade students (boys and girls) may be selected for a team in a variety of sports in the **extramural program**. The sports offered include: Soccer, Tennis, Volleyball, Tumbling, Basketball, and Track.
- Special regulations exist concerning participation by students on the Fulton County **extramural** teams. Regulations include:
 - If a student does not dress for a PE class, the student cannot participate in an after school, extramural, event for that day.
 - A physical examination documented on the appropriate physical form
 - Proof of insurance coverage.

D. Clubs/Sports Acceptable School Conduct

- If a student is suspended in-school, eligibility may be affected for participation in intramural/extramural activities that semester.
- If a student is suspended out-of-school, he/she is not eligible for intramural/extramural activities that semester.
- If a student fails more than one class in the previous semester, including connections, the student does not qualify for intramural/extramural activities that semester.

E. Junior Beta

We are proud to sponsor a chapter of the National Junior Beta Club at Autrey Mill. The Junior Beta Club recognizes academic achievement and promotes the ideals of character, service, and leadership. Seventh and eighth grade students who have demonstrated high academic success during middle school receive invitations to be a part of Junior Beta near the beginning of the fall semester. Club members are required to participate in service activities both at our school and in the community and also to attend club meetings. The induction ceremony takes place in the spring.

F. Student Council

The Autrey Mill Student Council is the student government organization that recommends, plans, and sponsors student activities after approval of the school faculty and administration. Grade level representatives are elected during the fall semester and are expected to attend the weekly meetings. Student Council members must maintain a GPA of 2.5 in all classes; conduct themselves in an acceptable manner, and show leadership and responsibility. Student Council representatives must maintain a satisfactory conduct grade (no 3's or 4's) in all classes and can have no suspensions during their term of office. Members of student council will be role models for other students. One office referral or two detentions will result in probation. If a student receives a second office referral, he/she will be removed from student council. If the student holds a position in Student Council, that position will be open for re-election.

G. Yearbook

Selected eighth grade students develop a school yearbook, highlighting the year's events. Orders to purchase a yearbook are taken beginning in September. Payments are made directly to our yearbook publisher, Jostens, either through the mail or on-line. Additionally, 8th grade parents will have an opportunity to purchase student ad space. More information on this program will be sent home with 8th grade students.

H. Student After School Activities

All after-school functions are chaperoned by school personnel. If the activity is a fundraiser for a club or cause, an admission fee may be charged. Students are expected to abide by all school rules whenever they are in the building or attending any school function. **Any student who receives discipline prior to the event may be ineligible to attend at the discretion of the administration.**

I. Field Trips

Field trips are a valuable part of the middle school educational process and may be taken at various times throughout the school year. Official Fulton County permission slips must be signed and returned to the school by the deadline assigned. Permission for field trips cannot be accepted via the telephone or email.

Any student who receives multiple detentions and/or suspension (ISS or OSS) prior to the trip as a result of an office referral may be ineligible to attend this trip at the discretion of administration. This applies from the beginning of the year.

XV. TECHNOLOGY/DEVICES**A. Technology Acceptable Use Policy:**

Each student, parent, and staff member must read, sign, and agree to abide by the *Technology Acceptable Use Policy Guidelines & Fulton County Personalized Learning Device User Agreement* before gaining access to the school's network and computer workstations. Visit <https://www.fultonschools.org/studentfocusedlearning> to see the user agreement as well as additional information on personalized learning and devices.

Students are not permitted to install any software or app on any Fulton County computer or device without explicit permission. If a student uses the Internet inappropriately, he/she will receive a warning and/or face discipline consequences. SEE CODE of CONDUCT and STUDENT DISCIPLINE.

B. Damage/Loss

If a student's school-issued device or any technology of school property is lost or damaged, whether by neglect, intent, or by accident, it may incur a fine. The damage and loss fine schedule is listed in the Fulton County Personalized Learning Device User Agreement (see link below). This agreement is signed by the student and a parent/guardian at the beginning of each school year. More information about personalized learning, device usage, and fines can be found on the on the Fulton County website: <https://www.fultonschools.org/studentfocusedlearning>

C. Digital Citizenship

Students are required to pass a Digital Citizenship test at the beginning of the year to indicate their readiness for digital learning. Please visit <https://www.fultonschools.org/Page/1925> for more information about Digital Citizenship.

D. Google Apps for Education

Google Suite for Education accounts are for school use only and should not be shared. GAFE gives students and teachers a range of online options to enrich content creation and collaboration. AMMS provides access to and manages Google Apps for Education accounts for staff and students in the school. Student work created on Google Apps is stored on the Google platform outside of the school district.

E. Google Classroom

Google Classroom is where teachers communicate with classes regarding class assignments and class expectations. Students are expected to check information posted on a daily basis. Students may also check their Google Classroom accounts on days when they are absent, in order to stay on top of any missing work.

For more information visit <https://support.google.com/edu/classroom>.

F. Children's Internet Protection Act

The Fulton County School System complies with the Children's Internet Protection Act.

Filtering is in place to block access to material that may be inappropriate for children. The policy and procedure may be reviewed in the school's media center or on-line at:

<http://www.fulton.k12.ga.us>. Students must have parent permission to be granted access to the internet at school.

G. Cell Phones/Personal Devices

Students may bring cell phones to school, but must **leave them turned off and in their lockers during the school day starting at 8:30am.** Students may take cell phones back out once they exit the building during afternoon dismissal. If a student is in possession of a cell phone and/or personal electronic device during the school day, it will be taken from the student and given to the grade level administrator for afternoon dismissal pick-up. Repeated violations will result in disciplinary action and may require parent pick up.

H. Headphones/Earbuds

Students are expected to bring headphones or earbuds everyday to school. Students should use earbuds, not large headphones, as requested for a classroom activity by their teacher(s).

Students should put away earbuds after class. Students misusing earbuds, such as wearing them at non-permitted times, connecting wireless AirPods or other earbuds to personal devices or students walking around the building with earbuds around their neck or in their ears will have the earbuds taken and given to the grade level administrator for afternoon dismissal pick-up. Repeated violations will result in disciplinary action and may require parent pick up.

XVI. AFTERNOON DISMISSAL

An afternoon announcement will occur at the end of each school day marking the beginning of dismissal. It is very important that students follow the dismissal guidelines as they are set to keep everyone safe. Students are expected to walk quickly to their mode of transportation.

There are two bells that ring at dismissal:

The first bell is for walkers and car-riders. Once the first bell has rung, any students who walk or ride a car home may exit their classroom.

The second bell is for bus riders. Once the second bell has rung, any students who ride a bus may exit their classroom.

Any bus rider leaving class at the first bell may be subject to disciplinary action.

XVII. TRANSPORTATION**A. Car Riders**

Students who arrive by car should be dropped off in front of the school **no earlier than 7:45 a.m.** Students are not to be dropped off at the bus dock. Only cars with valid handicap stickers may use the handicap parking spaces. Students should not be picked up by limousines or party buses. ***Cars that are waiting in the car rider line are expected to pull all the way up to the beginning of the line in order to allow the line to move efficiently.***

B. Bus Riders

Transportation is provided for all students living more than a mile and a half from school and/or for students living in areas designated by the county transportation department as hazardous. Students should recognize that riding the bus is a privilege contingent upon respectful and responsible conduct. Students are expected to follow the instructions of the driver and the local school. Any student failing to do so may be denied the privilege of riding the bus. The length of time of suspension from the bus is left to the discretion of the administrative staff. Students may not ride buses other than the one to which they are assigned, and they must get on and off the bus at their regularly scheduled stop. If other arrangements are necessary, students must receive permission from the Transportation Department at 470-254-2970. Parents need to note the bus number and cross streets on any note requesting a transportation change. Please visit <https://www.fultonschools.org/transportation> for further information.

C. School Bus Disciplinary Rules

All students are expected to follow the rules and procedures outlined in School Bus Safety Code of Conduct. Parents will be notified of student bus violations. Rules include, but are not limited to:

- Students shall be prohibited from using items during the operation of a school bus in a manner which might interfere with the school bus communications equipment or the school bus driver's operation of the bus. Students must use headphones or earbuds when using cellphones or other electronic devices.

- If a student is found to have engaged in bullying or in physical assault or battery of another person on the school bus, a meeting shall be scheduled involving the parent or guardian of the student and appropriate school district officials to form a school bus behavior contract for the student. Such contract shall provide for progressive age-appropriate discipline, penalties, and restrictions for student misconduct on the bus. Contract provisions may include but shall not be limited to assigned seating, ongoing parental involvement, and suspension from riding the bus. This paragraph does not in any way limit or restrict the school system's ability to take additional action, including imposing disciplinary sanctions through and including permanent expulsion from the school.

D. Bikers/Riders

Bicycle riders may park their bikes in the designated bike rack. Bikes should be locked during the school day as the school cannot accept responsibility for students' bikes. Skateboards, roller skates, roller blades, hoverboards, and all terrain vehicles are prohibited on the campus at any time.

E. Late Activities

It is the responsibility of the parent/guardian to pick up students on time from after school activities/events.

**Autrey Mill Middle School
Handbook Acknowledgement**

Dear Students and Parent(s)/Guardian(s),

This handbook was developed as a guide for students and parents and to answer commonly asked questions that come up during the course of a school year. Our goal is to create a positive educational atmosphere of learning where expectations are clear and enforced firmly, fairly, and consistently to all students.

We ask that you familiarize yourself with this handbook by reading it and ask that you sign this page as evidence that you are aware of our policies and procedures. Signing below is evidence that parents and students have or will read and understand the contents of this handbook.

Student Name (printed):	
Student Signature:	
Date:	
Parent Signature:	
Grade Level:	